

ZONING COMMISSION – REGULAR MEETING
Monday, December 4, 2023, at 7:00 P.M.
Simsbury Town Hall – Main Meeting Room

I. CALL TO ORDER – Vice Chairman Braz called the meeting to order at 7:00 P.M.

Present: Town Planner, George McGregor; Assistant Town Planner, Brittany MacGilpin; Land Use Specialist, Chris Donlon; Code Compliance Officer, Joseph Hollis; Zoning Commission Members: Katherine Beal, Tony Braz, Bruce Elliott, Shannon Leary, Diane Madigan, and Tucker Salls; Zoning Commission Alternate Members: Joshua Michelson and David Moore.

II. ELECTION OF OFFICERS

1. Election of Chair

Commissioner Salls nominated Bruce Elliott as Chairman of the Zoning Commission.

MOTION: Commissioner Salls made a motion, seconded by Commissioner Beal, to appoint Bruce Elliott as Chairman of the Zoning Commission. The motion carried unanimously. (6-0-0).

2. Election of Vice Chair

Chairman Elliott nominated Tony Braz as Vice Chairman of the Zoning Commission.

MOTION: Chairman Elliott made a motion, seconded by Commissioner Leary, to appoint Tony Braz as Vice Chairman of the Zoning Commission. The motion carried unanimously. (6-0-0).

III. GENERAL COMMISSION BUSINESS

1. Acceptance of Design Review Board Resignations

Chairman Elliott stated that Steven Antonio (D), Katherine Beal (R), and James Pennington (U) have all resigned from their positions on the Design Review Board.

MOTION: Commissioner Salls made a motion, seconded by Vice Chairman Braz, to accept the Design Review Board Resignations. Commissioner Beal abstained. The motion carried unanimously. (5-0-1).

47 **2. Appointment of Design Review Board Member(s)**

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49 Chairman Elliott stated that Anca Dragulski (R), Polly Rice (R), and Elaine Lang
50 (D) have all be recommended for reappointment for a 4-year term beginning
51 12/04/2023 and ending 12/06/2027. Doug McKown (D) has been recommended to
52 fill the vacancy through a resignation until 12/01/2025.

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54 **MOTION:** Commissioner Leary made a motion, seconded by Vice Chairman
55 Braz, to accept the appointment of Design Review Board Members. The motion
56 carried unanimously. (6-0-0).

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58 **IV. PLANNING DIRECTOR REPORT AND PRESENTATION**

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60 Mr. McGregor presented the following:

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62 **1. Zoning Commission Framework**

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 - 6 regular members, 3 alternates, 4 establishes a quorum.
 - Roberts Rules is followed as a guideline.
 - Meetings are the first and third Mondays at 7PM, in the Main Meeting Room or other designated place to accommodate community presence.
 - Bylaws govern activity and are welcome for review.

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70 **2. Roles and Responsibilities**

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 - Authority by State Statute to regulate land use and establish and enforce zoning regulations.
 - Implement the Plan of Conservation and Development.
 - Review and Decide upon applications.
 - Provide guidance and regulation through three different zoning regulations.

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78 **3. Planning Department Contacts**

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 - Chris Donlon – Land Use Specialist
 - Joe Hollis – Code Compliance/Zoning Administration
 - Brittany MacGilpin – Assistant Town Planner
 - George McGregor – Planning Director
 - Bob DeCrescenzo – Town Attorney

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86 **4. Training Requirements**

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 - State Law requires four hours of training per term.

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90 **5. Ethics**

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 - No ex-parte communications.

- Avoid statements of pre-disposition.
- Recuse if conflict of interest.
- FOIA and government email can be subjected.

6. Other

- The application process.
- Encouraged establishing prioritization.

V. ADJOURNMENT

MOTION: Commissioner Madigan made a motion, seconded by Commissioner Beal, to adjourn the meeting. The motion carried unanimously. (6-0-0).

Chairman Elliott adjourned the meeting at 7:50 P.M.

Respectfully Submitted,

Amanda Blaze
Commission Clerk